

GOVERNOR'S AWARDS

EXCELLENCE IN PERFORMANCE

September 28, 2015

Nomination Information

The Governor's Awards for Excellence in Performance is a statewide program to honor and recognize outstanding employees. The Governor will present the awards during the ceremony on **Monday, September 28, 2015 at the Great Northern Hotel in Helena, Montana.**

The State Human Resources Division administers the program. Department directors select the final nominees. The number of full-time employees in each department, including "attached-to" agencies, determines the number of awards. A team nomination counts as one award.

Number of Employees

0 to 350
351 to 800
801 to 1200
1201 to 1600
1601 to 2000
2001 to 2400
2401 to 2800
2801 plus

Number of Awards

One
Two
Three
Four
Five
Six
Seven
Eight

Selection Categories and Criteria

We encourage you to nominate employees who have not received the Governor's Awards for Excellence within the past five years. We do not encourage nominating an entire work unit.

Individual

- Attainment of high-priority department objectives;
- Exceptional leadership or communications achievement;
- Achievement of significant improvements in productivity or cost savings; and/or enhancement of the public image of state government through prompt, courteous service that is above and beyond the norm.

Team

The criteria for team awards include individual criteria plus:

- Cooperative work efforts, possible only through initiatives of group or team members, that go above and beyond what is normally expected; and/or
- Activities developed by team members that are highly original or creative and involve innovative approaches.

Deadlines

Friday, July 17, 2015

Completed nomination forms are due to department directors or human resource officers.

Department directors select the final nominees.

Friday, July 24, 2015

Last day to submit the department nominee information form to State HR via email to shrubes@mt.gov.

Friday, August 7, 2015

State HR will forward the list of department nominees to the Governor for final approval. Once approved, we will notify award winners, department directors and human resource officers.